

New Leaf Property Personal Data Privacy Notice

This notice explains what information I collect, when I collect it and how I use this. During the course of our activities, I will process personal data (which may be held on paper, electronically, or otherwise) about you and I recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how I will handle your information.

Who am I?

Helen Rodger at New Leaf Property Management Limited and New Leaf Property Partnership LLP (newleafproperty3@gmail.com), I take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

I am notified as a Data Controller with the Office of the Information Commissioner under registration number ZA615372 for New Leaf Property Management Limited and ZA796824 for New Leaf Property Partnership LLP and I am the data controller of any personal data that you provide to us.

Any questions relating to this notice and our privacy practices should be sent to me at the above email address.

How I collect information from you and what information I collect

I collect information about you:

- From your application for accommodation
- From your referees.

I collect the following information about you:

- Prospective tenants and/or guarantor names, email address, date of birth, address (including any previous addresses, relationship to other prospective tenants, employment status, name of university or college where you are studying (if applicable);
- Tenant name, email address, telephone number, Date of Birth, address (including any previous addresses), marital status, National Insurance Number, nationality, next of kin, name of university or college where you are studying (if applicable), the name of friends that you are staying with (if applicable);
- Guarantor name, e-mail address, telephone number, Date of Birth, address (including any previous addresses), marital status, National Insurance Number, nationality, next of kin (if applicable);
- Property address; term, rent, deposit, utility and service responsibilities;
- The employment status of tenants and/or guarantors, address, contact details (including email, phone and fax numbers) of the employer/accountant, payroll numbers, length of employment, salary information (including any regular overtime or commission), and any other income received;
- Bank account details of the tenant and prospective tenants, including account number and sort code, and any hire purchase/loan agreements/credit cards or store cards that you have; and
- Any welfare benefits that you may be eligible for, or are currently on.

Why I need this information about you and how it will be used

I need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the terms of our contract with you;
- to enable us to supply you with the services and information which you have requested;
- to help you to manage your tenancy;
- to carry out due diligence on any prospective tenant and/or guarantor, including whether there are any money judgements against them, or any history of bankruptcy or insolvency;
- to analyse the information, we collect so that we can administer, support and improve and develop our business and the services we offer;
- to contact you in order to send you details of any changes to our suppliers which may affect you; and
- for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to me will be treated by me as confidential.

I may disclose your information to other third parties who act for me for the purposes set out in this notice or for purposes approved by you, including the following:

- If I enter into a joint venture with or merge with a business entity, your information may be disclosed to our new business partners or owners;
- To carry out due diligence on you as a prospective tenant/ guarantor, including but not limited to the carrying out of affordability checks, due diligence checks and the obtaining of references from relevant parties, whose data you have provided;
- If you request so, your information shall be disclosed in order to determine if there are any money judgements against you, as the prospective tenant/guarantor, or to determine if they have a history of bankruptcy or insolvency;
- If you are unable to make payments under your tenancy, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you as a tenant; and
- In the creation, renewal or termination of the tenancy, your information will be disclosed to the relevant local authority, tenancy deposit scheme administrator, service/utility provider, freeholder, factor, facilities manager or any other relevant person or organisation in connection with this.
- I may share your contact details with tradespeople as required to facilitate repairs and maintenance at the tenanted property.

Unless required to do so by law, I will not otherwise share, sell or distribute any of the information you provide to me without your consent.

Transfers outside the UK

Your information will only be stored within the UK, unless the cloud storage servers used to back up the information from my laptop happen to be located outside the U.K. Where information is transferred outside the UK, I ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

Security

When you give me information, I take steps to make sure that your personal information is kept secure and safe. These steps include maintaining strong passwords on my devices and cloud storage. I use McAfee Total Protection software on my devices.

How long we will keep your information

I review my data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (I may be legally required to hold some types of information), or as set out in any relevant contract I have with you. In line with HMRC data retention periods, the longest I will hold any of your data will be six years after the end of your tenancy.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by me in my records;
- require me to correct any inaccuracies in your information;
- make a request to me to delete what personal data of yours I hold; and
- object to receiving any marketing communications from me.

If you would like to exercise any of your rights above, please contact me at newleafproperty3@gmail.com.

Should you wish to complain about the use of your information, I would ask that you contact me to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to my use of your information. The Information Commissioner's contact details are noted below:

England:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

The accuracy of your information is important to me - please help me keep my records updated by informing me of any changes to your email address and other contact details.